

ANNOUNCEMENT NUMBER: 07-13

OPEN TO: All Interested Candidates

POSITION: Senior Guard (Receptionist), FSN-5*; FP-9*

OPENING DATE: February 26, 2007

CLOSING DATE: March 12, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 25,623 p.a. (Starting salary)
(Position Grade: FP-9 is confirmed by Washington)

*Ordinarily Resident: JD 6,045 p.a. (Starting salary)
(Position Grade: FSN-5)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Senior Guard (Receptionist) in the Regional Security Office.

BASIC FUNCTION OF POSITION

The incumbent of this position will perform supervisory duties for the Security Receptionist to include scheduling, time and attendance, employee evaluations and consultations; provide supervision and security support during special events; establish and maintain weapons qualification as required by DSS and perform protection detail advances for DS protective details and follow car duty for the Ambassadors Protective Detail as needed and at the direction of the RSO; provide escort duty for the Embassy cashier; perform duties of the Security Receptionist to include monitoring of the visa and ACS lines, escort VIP visitors, utilize computers for access control and communication and assist Local Guard in the screening process if needed; screen potential visa applicants to ensure the applicant has all the documentation and needs to access the Embassy; and during emergencies provide assistance with evacuations in accordance with established security procedures.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Tel. 5906507.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school is required.
2. Two years of experience in a security related field is required.
3. Level 3 (Good working knowledge) of English and Arabic languages is required.
4. Ability to work well under pressure and to supervise small team, to deal calmly and professionally with the public, to manage certain aspects of a major security event and possess personal computer system skills.
5. Familiarity with Embassy security and emergency procedures and with Consular Section procedures in order to deal with the public.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form

DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Room: 153, Ext. 6507
P.O.Box 354
Amman, 11118 Jordan

Applications can also be submitted electronically through AmmanEmployment@State.gov.

POINT OF CONTACT

Freda Ateyeh
Telephone: 5906507
FAX: 5931598

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.

2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 12, 2007

The US Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HR:FAteyeh

Clearance:HRO:KMcCrea
RSO:DHaidel
FMO:KMcCarthy

Approval: MGT/C:PAair